

Project Coordinator

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Deadline:

The deadline for applications has expired

Salary:

According to the interview results

Location:

Karakol

Type of involvement:

full time



MSDSP KG
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www.akdn.org

Information

Common information

The Public Foundation Kyrgyzstan Mountain Societies Development Support Programme (MSDSP KG) is an initiative of the Aga Khan Foundation, established in 2006. MSDSP aspires to improve the quality of life and self-reliance of people in the Kyrgyz Republic through inclusive and innovative community-driven solutions, constant learning, and integrity. It implements a range of integrated interventions in agriculture and food security, climate resilience, work and enterprise, education and early childhood development, health and nutrition, as well as civil society development and promotion of gender equality in collaboration with community-based groups and local government authorities. MSDSP is active in many of the most remote and vulnerable communities in the Kyrgyz Republic, particularly in the rural and peri-urban areas, covering a total population of more than 520,000 people. For more information, please refer to www.akdn.org

Position: Project Coordinator

Department: Climate Resilience Programmes / RISE Issyk-Kul (Danvit-funded Programme)

Location: Karakol, Issyk-Kul Oblast, with regular travel to Ak-Suu and Jeti-Oguz districts

Reports to: Executive Director of the Public Foundation Kyrgyzstan Mountain Societies Development Support Programme (MSDSP KG), pending appointment of a dedicated Programme Lead for the RISE Issyk-Kul programme

Job purpose:

The purpose of this position is to coordinate the day-to-day implementation of RISE Issyk-Kul (Resilient Inclusive Systems for Economic Development in Issyk-Kul), a multi-year partnership programme between the Aga Khan Foundation Kyrgyzstan (AKF(KGZ))/MSDSP KG and the Danvit Foundation, a Korean non-profit organisation. The programme covers climate-resilient water infrastructure, reforestation, tourism-linked enterprise and value chain development, and inclusive economic participation for women and youth in the Ak-Suu and Jeti-Oguz districts of Issyk-Kul oblast. The Project Coordinator will be based in Karakol and will serve as the primary field-level point of coordination for the programme during the 2026

implementation year.

Qualification requirements

Education

- BA or higher in international development, agriculture, environmental/natural resource management, social sciences, or a related field.

Experience

- Minimum 3-5 years of experience in programme or project coordination, ideally in rural development, climate resilience/water infrastructure, or enterprise development in Kyrgyzstan.
- Experience working with local government bodies and communities, preferably in Issyk-Kul oblast, is an advantage.
- Experience supporting infrastructure or grant-funded programme implementation, including basic budget tracking, is an advantage.
- Experience working with international donors or partner organisations is an advantage.

Skills/Competencies

- Strong organisational and field coordination skills; ability to manage multiple activities and stakeholders concurrently.
- Ability to work effectively with technical specialists across different thematic areas (water, enterprise, GESI, MERL).
- Strong interpersonal and communication skills, with the ability to build working relationships with local authorities and communities.
- Solution-oriented, comfortable working independently and under field conditions.
- Good ICT skills (MS Office; basic data collection tools an advantage).

Languages

Kyrgyz and Russian required; working knowledge of English is an advantage

Duties

1. Programme Coordination and Implementation

- Coordinate day-to-day implementation of RISE Issyk-Kul activities across Ak-Suu and Jeti-Oguz districts, ensuring delivery on time, within budget, and to quality standards, in line with the approved workplan.
- Support field-level coordination of water infrastructure works in Ak-Suu district, Altyn-Arashan AO, Jeti-Oguz district and Kyzyl-Suu Ao
- Support coordination of reforestation activities, including procurement and rollout of fencing machinery for the Ak-Suu and Jeti-Oguz forestry services.
- Support the enterprise and value chain component, including the Tasma village soap production group and other tourism-linked enterprise activities in the wider Karakol area.
- Liaise closely with technical leads (Water and Climate Resilience, Enterprise and Value Chains, GESI, MERL) to ensure field activities are sequenced, integrated, and implemented consistently.

2. Stakeholder and Partner Coordination

- Serve as the primary Karakol-based point of contact for local authorities, communities, and implementing partners in Ak-Suu and Jeti-Oguz districts.
- Support engagement with the Danvit Foundation team on field-level implementation matters.
- Represent the programme, upon delegation, in local coordination meetings and forums relevant to programme implementation.
- Maintain effective working relationships with local authorities and stakeholders to ensure smooth coordination of programme activities on the ground

3. Monitoring, Reporting and Compliance

- Support field-level data collection and monitoring in coordination with the MERL team and the independent Danvit-funded MERL consultant.
- Contribute to the preparation of periodic (monthly and other required) progress reports for internal and Danvit reporting purposes.
- Flag implementation risks, delays, or site-level issues to the Executive Director in a timely manner.
- Ensure programme activities are implemented and reviewed in a consultative and participatory manner through regular field visits

4. Budget and Administration

- Support tracking of field-level expenditure and budget utilisation, in coordination with the Finance department.
- Support procurement-related coordination for site works (e.g. water infrastructure and forestry equipment tenders) at the field level, in coordination with the Administration and Procurement departments

5. Safeguarding and Gender

- Ensure complaint-reporting mechanisms are in place and functioning at project sites, with accessible channels for beneficiaries.
- Monitor compliance with safeguarding minimum standards at project locations.
- Support gender equality and social inclusion (GESI) mainstreaming in programme activities, in coordination with the GESI consultant and technical lead.

Conditions

Interested and qualified candidates could express their interest in writing by submitting their applications by October 11, 2026, 23:59 (Bishkek time) to the following email address **msdspkg.hr@akdn.org** , indicating the job title and their name in the subject line.

For example: "Project Coordinator_RISE" and attach the following documents:

1. Cover letter, no more than 200 words;
2. CV;
3. Contact information for three referees;
4. Copies of educational documents verifying qualifications.

Applications that do not meet the above requirements will not be considered.

Only shortlisted candidates will be contacted and invited for interviews.

All offers of employment will be subject to satisfactory references and appropriate screening checks which include criminal record checks. MSDSP KG also participates in the Inter Agency Misconduct Disclosure Scheme. You can find out more on this scheme on this link: <https://misconduct-disclosure-scheme.org/>

The Public Foundation Kyrgyzstan Mountain Societies Development Support Programme (MSDSP KG) is committed to safeguarding, which means it promotes respectful relations with and between all staff, associates, beneficiaries and wider communities with whom it works, and takes all reasonable measures to prevent harm, including all forms of sexual exploitation, abuse, harassment (PSEAH), bullying, discrimination, harassment and abuse of power that may arise from contact with its staff, programmes or operations.

MSDSP KG also adheres to child safeguarding principles, as set out by the Universal Declaration of Human Rights and the Convention on the Rights of the Child.

All selected candidates will undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s), employment history and any potential history of misconduct. Selected candidates may be required to provide additional information to conduct a full background check.

All employees of MSDSP KG are required to adhere to the organizational safeguarding standards and principles and at all times to act with dignity, respect and to contribute to a safe environment free from any type of harassment, abuse or discrimination

About company

MSDSP KG (Программа поддержки развития горных сообществ Кыргызстана), инициатива Фонда Ага Хана  Общественный Фонд, зарегистрированный в Кыргызской Р еспублике с целью улучшения условий жизни и возможностей людей в сельской местности. Для достижения этой цели, MSDSP KG совместно с местным населением и органами власти реализует ряд многосекторных программ по развитию сельского хозяйства, экономических возможностей, образования и здравоохранения. Усиление местного самоуправления и гражданского общества являются комплексными направлениями в деятельности MSDSP KG. Деятельность Фонда охватывает более 520 тыс. жителей Ошской, Нарынской, Джалал-Абадской и Баткенской областей.¹